

Equalities Impact Assessment (EqIA)

EqIAs make services better for everyone and support value for money by getting services right first time.

EqIAs enable us to consider all the information about a service, policy or strategy from an equalities perspective and then create an action plan to get the best outcomes for service users and staff¹. They analyse how all our work as a council might impact differently on different groups protected from discrimination by the Equality Act 2010². They help us make good decisions and evidence how we have reached them.³

An EqIA needs to be started as a project starts to identify and consider possible differential impacts on people and their lives, inform project planning and, where appropriate, identify mitigating actions. A full EqIA must be completed before any decisions are made or policy agreed so that the EqIA informs that decision or policy. It is also a live document; you should review and update it along with your project plan throughout.

You should first consider whether you need to complete this full EqIA⁴.

Other key points to note:

- Full guidance notes to help you are embedded in this form – see the End Notes or hover the mouse over the numbered notes.
- Please share your EqIA with your Equalities Champion and the final/updated version at the end of the project.
- Major EqIAs should be reviewed by the relevant Head of Service.
- Examples of completed EqIAs can be found on the Equalities Hub

1. Responsibility for the EqlA

Title of proposal ⁵	Chargeable garden waste collections
Name and job title of completing officer	Michael Lai, Service Change Manager and Chandima Ratnayake, Service Engagement Officer
Head of service area responsible	Andy Joseph
Equalities Champion supporting the EqlA	Rosie Evangelou
Performance Management rep	Hiten Tailor
HR rep (for employment related issues)	Sharni Kent
Representative (s) from external stakeholders	N/A

2. Description of proposal

Is this a: (Please tick all that apply)	
New policy <input type="checkbox"/>	Review of Policy /strategy / function / procedure / service <input checked="" type="checkbox"/>
Budget Saving <input type="checkbox"/>	Other <input type="checkbox"/> Fees and Charges
If budget saving please specify value below: £1 million (estimated)	If other please specify below:
<i>Please outline in no more than 3 paragraphs⁶:</i>	
<ul style="list-style-type: none"> • Proposal to increase the annual charge for the collection of garden waste from households. • Proposal to apply a concessionary rate for residents claiming Council Tax Benefit in Income Band 1, as outlined in the Council Tax Support Scheme. • Key stakeholders are those who may want to subscribe to the service in the future. 	

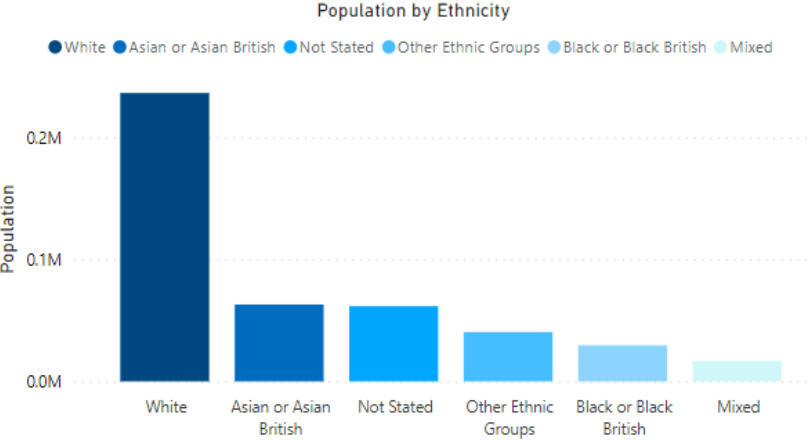
3. Supporting evidence

What existing data informs your assessment of the impact of the proposal on protected groups of service users and/or staff?

Identify the main sources of evidence, both quantitative and qualitative, that supports your analysis

Protected group	<p>What does the data tell you⁷? <i>Provide a summary of any relevant demographic data about the borough's population from the <u>Joint Strategic Needs Assessment</u>, or data about the council's workforce</i></p> <p>Census 2021 (sharepoint.com)</p> <p>Joint Strategic Needs Assessment Barnet Council</p>	<p>What do people tell you ⁸? <i>Provide a summary of relevant consultation and engagement including surveys and other research with stakeholders, newspaper articles correspondence etc.</i></p>
Age ⁹	<p>The population of Barnet is slightly older than the London population with a greater proportion of the population aged 60 and over. Compared to England, the Barnet population is generally greater in the ages 0 to 49. (JSNA).</p>	<p><u>Proposal to increase charges:</u> Respondents aged 55+ were the most likely to say they support an increase in charges with 5.4% saying so, and 8.7% of those aged 75+ in agreement. Respondents aged below 55 were the least likely to support, with 3.2% saying so. Younger groups up to age 55 were more likely to oppose.</p> <p><u>Proposal to apply a concessionary rate:</u> 32.2% (56 respondents) of those aged 16-34, 25.2% of those aged 35-54, 27.7% of those aged 55-74, and 23.1% of those aged 75+ tend to or strongly oppose this proposal. Younger age groups tended to oppose the concession more than older groups.</p>
Disability ¹⁰	<p>49,679 residents are disabled under the Equality Act (Census 2021)</p>	<p><u>Proposal to increase charges:</u> 91.8% of respondents who stated they have a disability said they oppose. The percentage of those who support and have a disability is slightly lower than those who don't have a disability.</p>

		<p><u>Proposal to apply a concessionary rate:</u> 24.4% of those who stated they have a disability opposed, and 25.5% of those not reporting a disability opposed. Those reporting a disability were slightly less likely to oppose.</p>
Gender reassignment ¹¹	2,550 residents identify with a sex different to their sex registered at birth (Census 2021)	<p><u>Proposal to increase charges:</u> 92.5% of respondents opposed the proposal, 4.5% supported the proposal. Of those whose gender identity is different from the sex they were registered at birth, 100% opposed the proposals (8 respondents).</p> <p><u>Proposal to apply a concessionary rate:</u> 8 respondents identified with a sex different to their sex registered at birth, 62.5% strongly opposed, and 37.5% neither supported or opposed. 25.4% of those stating that their gender is the same as at birth opposed.</p>
Marriage and Civil Partnership ¹²	The total percentage of those married is 47%. (Census 2021)	<p><u>Proposal to increase charges:</u> 95.2% of those separated opposed. 94.29% of those divorced or formerly in a civil partnership opposed. 92.6% of those who have never married or been in a civil partnership opposed. 92.3% of those married or in a civil partnership opposed. 83.87% of those widowed opposed.</p> <p><u>Proposal to apply a concessionary rate:</u> 27.2% of those never married opposed. 27.2% of those divorced or formerly in a civil partnership opposed. 26.2% of those who are not married opposed. 24.9% of those married or in registered</p>

		partnership opposed. 24.8% of those widowed opposed. 23.8% of those separated opposed.														
Pregnancy and Maternity ¹³	No data available.	<p><u>Proposal to increase charges:</u> 90% of respondents stating they were pregnant opposed, 10% (1 respondent) neither supported or opposed. 92% of the remaining respondents opposed. 89% on maternity leave opposed.</p> <p><u>Proposal to apply a concessionary rate:</u> 10 respondents stated they were pregnant, of which 40% opposed. 11.1% of respondents on maternity leave opposed.</p>														
Race/ Ethnicity ¹⁴	<p>Barnet’s population is diverse, with an overall Black, Asian and Minority Ethnic (BAME) population of 48%. This diversity is more pronounced in children and young people – there are more children from BAME groups in the 0 – 9 age group than there are white children. (JSNA).</p> <p style="text-align: center;">Population by Ethnicity</p>  <table border="1" data-bbox="533 804 1339 1246"> <caption>Population by Ethnicity</caption> <thead> <tr> <th>Ethnicity</th> <th>Population (M)</th> </tr> </thead> <tbody> <tr> <td>White</td> <td>0.22</td> </tr> <tr> <td>Asian or Asian British</td> <td>0.06</td> </tr> <tr> <td>Not Stated</td> <td>0.05</td> </tr> <tr> <td>Other Ethnic Groups</td> <td>0.04</td> </tr> <tr> <td>Black or Black British</td> <td>0.03</td> </tr> <tr> <td>Mixed</td> <td>0.02</td> </tr> </tbody> </table>	Ethnicity	Population (M)	White	0.22	Asian or Asian British	0.06	Not Stated	0.05	Other Ethnic Groups	0.04	Black or Black British	0.03	Mixed	0.02	<p><u>Proposal to increase charges:</u> Of the respondents stating they are Asian 96.6% opposed, Black 93.4% opposed, mixed groups 96.6% opposed, all white groups 91.2% opposed, of which 91.2% stating white British opposed, and 90.9% of all other white groups opposed. 98% of other groups opposed. Opposition to the proposals was slightly higher for Asian, Black and mixed race/ethnicity groups than for white British and white other groups.</p> <p><u>Proposal to apply a concessionary rate:</u> Of the respondents stating they are Asian 35.6% opposed, Black 25% opposed, mixed groups 34.5% opposed, all white groups 23.3% opposed, of which those stating white British 23.2% opposed, all other white 23.5% opposed, and 33.3% of other groups opposed. Opposition to the proposals for both white British and white other groups is lower than for other minoritised groups.</p>
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<p>Religion or belief¹⁵</p>	<p>Residents that described themselves as having “No religion” had the largest increase in Barnet from Census 2011 to Census 2021 with 20.2% of Barnet’s population identifying as having no religion, which is an increase of 4.1% from 2011. Those that resided in Barnet and described themselves as “Christian” decreased by 4.7% vs the 2011 Census. Those that described themselves as “Jewish” made up 14.5% of the population in Barnet; this is 12.9% more than the London average of 1.7%.</p> <p>(Census 2021)</p>	<p><u>Proposal to increase charges:</u> 100% of those stating Sikh and Muslim opposed. 96.9% stating Hindu opposed. 92.8% stating Jewish opposed. 91% stating Christian opposed. 90% of those stating no religion opposed. For other beliefs 88.2% opposed, and 83% of those stating Buddhist opposed (6 respondents). Minoritised religious groups tended to oppose an increase in charges more than other groups.</p> <p><u>Proposal to apply a concessionary rate:</u> 100% of those stating Sikh (2 respondents) opposed. 40% stating Buddhist opposed (5 respondents). 39% stating Hindu opposed (95 respondents). 36.4% of those with other beliefs opposed. 27% stating Christian opposed. 24.1% stating Muslim opposed (29 respondents). 20.9% who stated no religion opposed. 17.7% stating Jewish (288 respondents) opposed. Jewish and no religion groups opposed the least, Sikh, Hindu, Buddhist and those with other beliefs opposed the most. Due to the low numbers of respondents for some groups there is no clear conclusion to be drawn from this.</p>
<p>Sex¹⁶</p>	<p>There is a marginally higher female population (50.4%) than male population (49.6%). (JSNA)</p>	<p><u>Proposal to increase charges:</u> 93.2% of males opposed. They were slightly more likely to oppose the proposal than female respondents of whom 91.3% opposed.</p>

		<p><u>Proposal to apply a concessionary rate:</u> 26.2% of males opposed. They were slightly more likely to oppose the proposal than female respondents of whom 24.9% opposed.</p>
<p>Sexual Orientation¹⁷</p>	<p>In Barnet, about 270,000 residents (87.3%) identified themselves as straight or heterosexual, 8,633 residents (2.8%) identified with an LGB+ orientation (gay or lesbian, bisexual, or other sexual orientation, as categorised by the Office of National Statistics). About 30,000 residents (9.9%) did not answer the question. (Census 2021)</p>	<p><u>Proposal to increase charges:</u> 92.2% of those stating straight/heterosexual opposed, the gay, lesbian, bisexual and other groups were more likely to oppose at 95.7%.</p> <p><u>Proposal to apply a concessionary rate:</u> 24.72% of those stating straight/heterosexual opposed, the gay, lesbian, bisexual and other groups (66 respondents) were more likely to oppose at 31.2%.</p>
<p>Other relevant groups¹⁸</p>	<p><u>Ward respondent lives in:</u> The table below shows the estimated ward populations in Barnet. (JSNA)</p>	<p>The consultation also sought information on:</p> <ul style="list-style-type: none"> • Which Ward the respondent lives in • Employment status • Receipt of benefits <p><u>Proposal to increase charges:</u></p> <p><u>Ward</u> Respondents from West Finchley ward (44 respondents) were the least likely to oppose an increase in charges with 84.1% opposing. Respondents from Colindale South (16 respondents), Cricklewood (18 respondents), Edgwarebury (53 respondents), West Hendon (20 respondents) and Edgware (206 respondents) were the most likely to oppose.</p>

Year	Females	Males	Total
2019	199327	196542	395869
Brunswick Park	8544	8130	16674
Burnt Oak	10027	9728	19755
Childs Hill	11284	11218	22502
Colindale	12977	13185	26162
Coppetts	9317	9520	18837
East Barnet	8773	8594	17367
East Finchley	8763	8828	17591
Edgware	9443	9373	18816
Finchley Church End	8906	8665	17571
Garden Suburb	8681	8103	16784
Golders Green	10526	10786	21312
Hale	9556	9173	18729
Hendon	9397	10253	19650
High Barnet	8492	7902	16394
Mill Hill	10522	10172	20694
Oakleigh	8708	8305	17013
Totteridge	8313	8002	16315
Underhill	8360	7941	16301
West Finchley	9169	9171	18340
West Hendon	9603	9881	19484
Woodhouse	9966	9612	19578
Total	199327	196542	395869

Receipt of benefits:

As at May 2022 there were 11,650 out of work benefits claimants, and 34,949 Universal Credit claimants. (JSNA)

Employment status:

The number of people who are in employment (either as an employee, self-employed, in government employment and training programmes or an unpaid family worker) and are of working age (16-64), has been gradually rising in Barnet over the last few years which has been consistently lower than

Receipt of benefits:

93.9% (33 respondents) of Council Tax Support recipients opposed the charges. 94.2% (52 respondents) of all those in receipt of benefits opposed. 92.5% of those not in receipt of benefits opposed. There was no significant difference between the responses from those receiving and not receiving benefits.

Employment status:

94% of those employed (as an employee, self-employed, part time) opposed. 91.3% of those unemployed and available for work opposed. 90.3% of those permanently sick or with a disability, not in work, and wholly retired opposed.

Proposal to apply a concessionary rate:

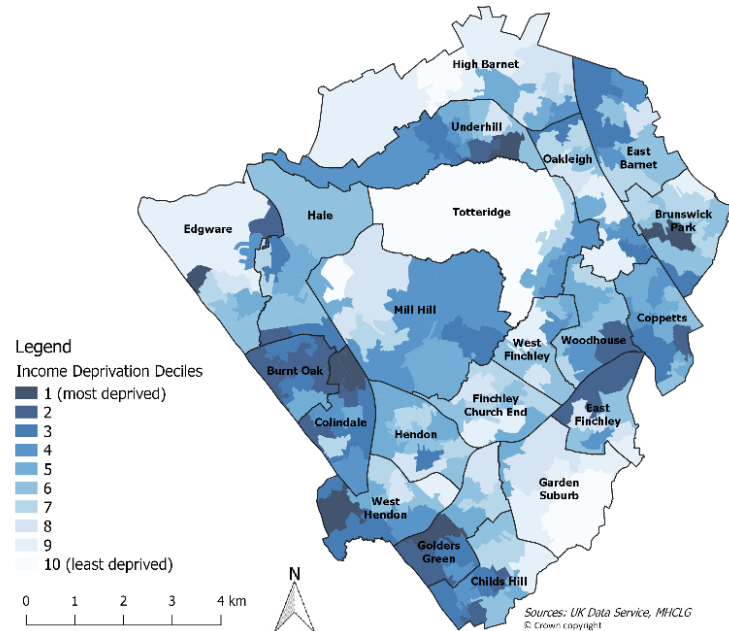
Ward

Respondents from West Finchley ward (13.6% - 44 respondents), and Golders Green (14.8% - 61 respondents) were the least likely to oppose a concessionary rate. Respondents from Childs Hill ward (40.5% - 42 respondents), Hendon (39.8% - 93 respondents), and Burnt Oak (39.4% 33 respondents) were the most likely to oppose.

Receipt of benefits:

9.4% of Council Tax Support recipients (32 respondents) opposed the concession. 78% of Council Tax Support recipients strongly or tend to support the concession. 19.6% of all in receipt of

London and England averages; in 2019/20 75.1% of the working age population in Barnet were in employment, equal to London's average, but lower than England's average (76.2%). (JSNA)



benefits (51 respondents) opposed, and 60.8% supported the proposal. Of those not receiving benefits 27.3% opposed, and 38.7% supported the proposal.

Employment status:

25.8% of those employed opposed. 26.1% of those unemployed and available for work (23 respondents) opposed. 26.63% of those permanently sick or with a disability, not in work, and wholly retired opposed.

4. Assessing impact

What does the evidence tell you about the impact your proposal may have on groups with protected characteristics ¹⁹?

Protected characteristic	For each protected characteristic, explain in detail what the evidence is suggesting and the impact of your proposal (if any). Is there an impact on service deliver? Is there an impact on customer satisfaction? Click the appropriate box on the right to indicate the outcome of your analysis.	Positive impact	Negative impact		No impact
			Minor	Major	
Age	Respondents aged 55 and above were more likely to support the proposal for an increase in charges and younger groups were more likely to oppose. Younger age groups tended to oppose the concession more than older groups. The proposals are unlikely to have an adverse disproportionate effect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disability	91.8% of respondents who stated they have a disability said they oppose the proposal on charges, compared with 92.7% of all respondents saying they oppose. There was no significant difference in support for a concessionary charge between those with a disability and those without a disability. The proposals are unlikely to have an adverse disproportionate effect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender reassignment	Of those whose gender identity is different as the sex they were registered at birth, 100% opposed the proposals. There were only 8 such responses and the proposals are unlikely to have an adverse disproportionate effect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marriage and Civil Partnership	There were no significant differences in responses across the different marital status groups, other than that those widowed were less likely to oppose the charging proposal and more likely to support a concessionary charge. Unlikely to have an adverse disproportionate effect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy and Maternity	There were no significant differences in responses across the different groups. Unlikely to have any adverse disproportionate effect on respondents based on pregnancy or maternity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Race/ Ethnicity	Opposition to the charging proposals was higher for Asian, Black and mixed race/ethnicity groups than for white British and white other groups. Opposition to the proposals for a concessionary charge for both white British and white other groups is lower than for other minoritised groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion or belief	Minoritised religious groups tended to oppose an increase in charges more than other groups. Jewish and no religion groups opposed a concessionary charge the least, while Sikh, Hindu, Buddhist and those with other beliefs opposed the most. The proposals are unlikely to have an adverse disproportionate effect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sex	Males were slightly more likely to oppose the charging and concessionary charging proposals than female respondents. Consultation data does not indicate an adverse disproportionate effect on respondents based on their sex.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual Orientation	Gay, lesbian, bisexual and other groups were slightly more likely to oppose than those stating straight/heterosexual. The proposals are unlikely to have an adverse disproportionate effect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

5. Other key groups Are there any other vulnerable groups that might be affected by the proposal? <i>These could include carers, people in receipt of care, lone parents, people with low incomes or unemployed</i>		Positive impact	Negative impact		No impact
			Minor	Major	
Which Ward the respondent lives in	Consultation data shows that respondents from West Finchley ward were the least likely to oppose an increase in charges. Respondents from Colindale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	South, Cricklewood, Edgwarebury, West Hendon and Edgware wards were the most likely to oppose. Respondents from West Finchley and Golders Green were the least likely to oppose a concessionary rate. Respondents from Childs Hill, Hendon, and Burnt Oak wards were the most likely to oppose.				
Employment status	There was no significant difference in responses based on employment status, unlikely to have an adverse disproportionate effect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Receipt of benefits	There was no significant difference between the responses from those receiving and not receiving benefits in relation to the proposal on charges. A higher percentage of those not receiving benefits supported a concessionary charge. Consultation data does not indicate an adverse disproportionate effect on respondents based on whether they are in receipt of benefits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

6. Cumulative impact²⁰

Considering what else is happening within the council and Barnet could your proposal contribute to a cumulative impact on groups with protected characteristics?

Yes No

There has been a recent spell of high inflation that has affected residents across the borough. For those on lower incomes this is mitigated by the proposal to offer a concessionary rate.

7. Actions to mitigate or remove negative impact

Only complete this section if your proposals may have a negative impact on groups with protected characteristics. These need to be included in the relevant service plan for mainstreaming and performance management purposes.

Group affected	Potential negative impact	Mitigation measures ²¹ <i>If you are unable to identify measures to mitigate impact, please state so and provide a brief explanation.</i>	Monitoring ²² <i>How will you assess whether these measures are successfully mitigating the impact?</i>	Deadline date	Lead Officer
N/A	N/A		Monitoring of complaints, Members Enquiries as well as feedback via Customer Contact Centre and Resident Perception Survey	Ongoing	

8. Outcome of the Equalities Impact Assessment (EqIA) ²³

Please select one of the following four outcomes

Proceed with no changes

The EqIA has not identified any potential for a disproportionate impact and all opportunities to advance equality of opportunity are being addressed

Proceed with adjustments

Adjustments are required to remove/mitigate negative impacts identified by the assessment

Negative impact but proceed anyway

This EqIA has identified negative impacts that are not possible to mitigate. However, it is still reasonable to continue with the activity. Outline the reasons for this and the information used to reach this decision in the space below

Do not proceed

This EqlA has identified negative impacts that cannot be mitigated and it is not possible to continue. Outline the reasons for this and the information used to reach this decision in the space below

Reasons for decision

- Like many councils, Barnet is facing financial challenges, and has to balance its budget each year to make sure it has enough money to deliver services to residents.
- The garden waste collection service is not a service that the council legally has to provide, and it is a service that can be charged for. It is an optional service and charges help to cover the cost of the collection vehicles, fuel, crews, and the treatment of your garden waste which is at a cost.
- The charges have not been raised since its introduction in 2020.
- Increasing the charge for the service will help the council balance its budget and ensure we can continue to deliver and invest in key services.

Sign-off

9. Sign off and approval by Head of Service / Strategic lead²⁴

Name Andy Joseph	Job title Head of Service Support – Street Scene
<input checked="" type="checkbox"/> Tick this box to indicate that you have approved this EqlA	Date of approval: 25/03/24
<input type="checkbox"/> Tick this box to indicate if EqlA has been published Date EqlA was published: Embed link to published EqlA:	Date of next review:

Footnotes: guidance for completing the EqIA template

¹ The following principles explain what we must do to fulfil our duties under the Equality Act when considering any new policy or change to services. They must all be met or the EqIA (and any decision based on it) may be open to challenge:

- **Knowledge:** everyone working for the council must be aware of our equality duties and apply them appropriately
- **Timeliness:** the duty applies at the time of considering proposals and before a final decision is taken
- **Real Consideration:** the duty must be an integral and rigorous part of your decision-making and must influence the process.
- **Sufficient Information:** you must assess what information you have and what is needed to give proper consideration.
- **No delegation:** the council is responsible for ensuring that anyone who provides services on our behalf complies with the equality duty.
- **Review:** the equality duty is a continuing duty – it continues after proposals are implemented/reviewed.
- **Proper Record Keeping:** we must keep records of the process and the impacts identified.

² Our duties under the Equality Act 2010

The council has a legal duty under this Act to show that we have identified and considered the impact and potential impact of our activities on all people with ‘protected characteristics’ (see end notes 9-19 for details of the nine protected characteristics). This applies to policies, services (including commissioned services), and our employees.

We use this template to do this and evidence our consideration. You must give ‘due regard’ (pay conscious attention) to the need to:

- **Avoid, reduce or minimise negative impact:** if you identify unlawful discrimination, including victimisation and harassment, you must stop the action and take advice immediately.
- **Promote equality of opportunity:** by
 - Removing or minimising disadvantages suffered by people with a protected characteristic
 - Taking steps to meet the needs of these groups
 - Encouraging people with protected characteristics to participate in public life or any other activity where participation is disproportionately low
 - Consider if there is a need to treat disabled people differently, including more favourable treatment where necessary
- **Foster good relations between people who share a protected characteristic and those who don’t:** e.g. by promoting understanding.

³ EqIAs should always be proportionate to:

- The size of the service or scope of the policy/strategy
- The resources involved
- The size of the likely impact – e.g. the numbers of people affected and their vulnerability

The greater the potential adverse impact of the proposal on a protected group (e.g. disabled people) and the more vulnerable the group is, the more thorough and demanding the process required by the Act will be. Unless they contain sensitive data – EqIAs are public documents. They are published with Cabinet papers, Panel papers and public consultations. They are available on request.

⁴ When to complete an EqIA:

- When developing a new policy, strategy, or service

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- When reviewing an existing service, policy or strategy
 - When making changes that will affect front-line services
 - When amending budgets which may affect front-line services
 - When changing the way services are funded and this may impact the quality of the service and who can access it
 - When making a decision that could have a different impact on different groups of people
 - When making staff redundant or changing their roles

Wherever possible, build the EqIA into your usual planning and review processes.

Also consider:

- Is the policy, decision or service likely to be relevant to any people because of their protected characteristics?
- How many people is it likely to affect?
- How significant are its impacts?
- Does it relate to an area where there are known inequalities?
- How vulnerable are the people who will be affected?

If there are potential impacts on people but you decide not to complete an EqIA you should document your reasons why.

⁵ **Title of EqIA:** This should clearly explain what service / policy / strategy / change you are assessing.

⁶ **Focus of EqIA:** A member of the public should have a good understanding of the proposals being assessed by the EqIA after reading this section. Please use plain English and write any acronyms in full first time - eg: 'Equality Impact Assessment (EqIA)'

This section should explain what you are assessing:

- What are the main aims or purpose of the proposed change?
- Who implements, carries out or delivers the service or function in the proposal? Please state where this is more than one person or group, and where other organisations deliver it under procurement or partnership arrangements.
- How does it fit with other services?
- Who is affected by the service, or by how it is delivered? Who are the external and internal service-users, groups, or communities?
- What outcomes do you want to achieve, why and for whom? E.g.: what do you want to provide, what changes or improvements, and what should the benefits be?
- What do existing or previous inspections of the service tell you?
- What is the reason for the proposed change (financial, service, legal etc)? The Act requires us to make these clear.

⁷ **Data & Information:** Your EqIA needs to be informed by data. You should consider the following:

- What data is relevant to the impact on protected groups is available? (is there an existing EqIA?, local service data, national data, community data, similar proposal in another local authority).
- What further evidence is needed and how can you get it? (e.g. further research or engagement with the affected groups).
- What do you know from service/local data about needs, access and outcomes? Focus on each characteristic in turn.
- What might any local demographic changes or trends mean for the service or function? Also consider national data if appropriate.

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- Does data/monitoring show that any policies or practices create particular problems or difficulties for any group(s)?
 - Is the service having a positive or negative effect on particular people or groups in the community?

⁸ What have people told you about the service, function, area?

- Use service user feedback, complaints, audits
- Conduct specific consultation or engagement and use the results
- Are there patterns or differences in what people from different groups tell you?
- Remember, you must consult appropriately and in an inclusive way with those likely to be affected to fulfil the equality duty.
- You can read LBB [Consultation and Engagement toolkit](#) for full advice or contact the Consultation and Research Manager, rosie.evangelou@barnet.gov.uk for further advise

⁹ Age: People of all ages, but consider in particular children and young people, older people and carers, looked after children and young people leaving care. Also consider working age people.

¹⁰ Disability: When looking at disability, consideration should be given to people with different types of impairments: physical (including mobility), learning, aural or sensory (including hearing and vision impairment), visible and non-visible impairment. Consideration should also be given to: people with HIV, people with mental health needs and people with drug and alcohol problems. People with conditions such as diabetes and cancer and some other health conditions also have protection under the Equality Act 2010.

¹¹ Gender Reassignment: In the Act, a transgender person is someone who proposes to, starts or has completed a process to change their gender. A person does not need to be under medical supervision to be protected. Consider transgender people, transsexual people and transvestites.

¹² Marriage and Civil Partnership: consider married people and civil partners.

¹³ Pregnancy and Maternity: When looking at pregnancy and maternity, give consideration to pregnant women, breastfeeding mothers, part-time workers, women with caring responsibilities, women who are lone parents and parents on low incomes, women on maternity leave and 'keeping in touch' days.

¹⁴ Race/Ethnicity: Apart from the common ethnic groups, consideration should also be given to Traveller communities, people of other nationalities outside Britain who reside here, refugees and asylum seekers and speakers of other languages.

¹⁵ Religion and Belief: Religion includes any religion with a clear structure and belief system. As a minimum you should consider the most common religious groups (Christian, Muslim, Hindu, Jews, Sikh, Buddhist) and people with no religion or philosophical beliefs.

¹⁶ Sex/Gender: Consider girls and women, boys and men, married people, civil partners, part-time workers, carers (both of children with disabilities and older cares), parents (mothers and fathers), in particular lone parents and parents on low incomes.

¹⁷ Sexual Orientation: The Act protects bisexual, heterosexual, gay and lesbian people.

¹⁸ Other relevant groups: You should consider the impact on our service users in other related areas.

¹⁹ Impact: Your EqIA must consider fully and properly actual and potential impacts against each protected characteristic:

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- The equality duty does not stop changes, but means we must fully consider and address the anticipated impacts on people.
 - Be accurate and transparent, but also realistic: don't exaggerate speculative risks and negative impacts.
 - Be detailed and specific where you can so decision-makers have a concrete sense of potential effects.
 - Questions to ask when assessing whether and how the proposals impact on service users, staff and the wider community:
 - Are one or more protected groups affected differently and/or disadvantaged? How, and to what extent?
 - Is there evidence of higher/lower uptake of a service among different groups? Which, and to what extent?
 - Does the project relate to an area with known inequalities (where national evidence or previous research is available)?
 - If there are likely to be different impacts on different groups, is that consistent with the overall objective?
 - If there is negative differential impact, how can you minimise that while taking into account your overall aims?
 - Do the effects amount to unlawful discrimination? If so the plan **must** be modified.
 - Does it relate to an area where equality objectives have been set by LBB in our [Barnet 2024 Plan](#) and our [Strategic Equality Objective](#)?

²⁰ **Cumulative Impact**

You will need to look at whether a single decision or series of decisions might have a greater negative impact on a specific group and at ways in which negative impacts across the council might be minimised or avoided.

²¹ **Mitigating actions**

- Consider mitigating actions that specifically address the impacts you've identified and show how they will remove, reduce or avoid any negative impacts
- Explain clearly what any mitigating measures are, and the extent to which you think they will reduce or remove the adverse effect
- Will you need to communicate or provide services in different ways for different groups in order to create a 'level playing field'?
- State how you can maximise any positive impacts or advance equality of opportunity.
- If you do not have sufficient equality information, state how you can fill the gaps.

²² **Monitoring:** The Equality Duty is an ongoing duty: policies must be kept under review, continuing to give 'due regard' to the duty. If an assessment of a broad proposal leads to more specific proposals, then further monitoring, equality assessment, and consultation are needed.

²³ **Outcome:**

- Make a frank and realistic assessment of the overall extent to which the negative impacts can be reduced or avoided by the mitigating measures. Also explain what positive impacts will result from the actions and how you can make the most of these.
- Make it clear if a change is needed to the proposal itself. Is further engagement, research or monitoring needed?
- Make it clear if, as a result of the analysis, the policy/proposal should be stopped.

²⁴ **Sign off:** You will need to ensure the EqIA is signed off by your Head of Service, agree whether the EqIA will be published, and agree when the next review date for the EqIA will be.